

Loan Application Package



4 Park Avenue | Box 505 | Lac du Bonnet, MB R0E 1A0
T 204 345 2514 | T 1 888 298 9023
F 204 345 6334 | wrbcfdc.mb.ca

Community Futures Winnipeg River Lending Criteria and Guidelines

The Investment Review Committee (IRC), a Sub-committee of the Board of Directors of Community Futures Winnipeg River is responsible for the administration of the Investment Funding including assessing and approving applications for financial assistance. The following criteria and guidelines are intended to assist the IRC and Corporation staff in making sound and informed decisions on investment within the context of the corporation's overall strategic plan.

1. The applicant must be a Canadian citizen.
2. The applicant must be of legal age.
3. The applicants' business must operate within Winnipeg River Brokenhead CFDC regional boundaries.
4. The applicant must first submit an application for financing to a conventional lending institution such as a bank or credit union and be refused by that institution for all or part of the financing being requested. The refusal must be in writing with an explanation of the reason(s) the application was declined.
5. The applicant must be willing and able to invest a minimum of 10% of the total funding required, thereby demonstrating a commitment to making the enterprise viable.
6. The applicant must have completed a comprehensive business plan that demonstrates the business venture has reasonable expectation of economic viability.
7. All applications for financial assistance will be analyzed for the number of jobs it will generate using as a general guideline one full-time equivalent job per \$15,000 to \$25,000 loaned.
8. The applicant must be willing and able to pledge sufficient security to cover at least 75% of the debt to be assumed.
9. Normally, not more than 25% of the financing requested is to be used for operating funds.
10. The total amount of financial assistance that may be provided in respect of any business at any time shall not exceed \$150,000, except in the case of the Youth Investment Fund, where the total amount of financial assistance shall not normally exceed \$25,000.
11. Loans are subject to fixed interest charges of Bank of Canada Prime Lending rate plus 3%, compounding monthly. No loan shall exceed a 5-year (60 months) amortization period.
12. No grants, contributions or forgivable loans will be made from the Investment Fund.
13. Community Futures Winnipeg River will not normally consider applications for refinancing existing debt.
14. Community Futures Winnipeg River will not normally consider applications for financing agriculture businesses or ventures that might fall under Farm Credit regulations.
15. New financial assistance clients with no previous business experience may be required to participate in entrepreneurial training arranged through the Corporation.

Assets Owned by the Business / Company		
List below any assets held by the business / company. This should include any business assets, property, machinery, vehicles, equipment, cash or investments. Please attach extra pages if you need more space.		
Asset:	Market Value	Assignment for Security
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Debts Held by the Business / Company			
List below any debts held by the business / company. This should include any other loans held in the company name, leasing agreements, lines of credits and credit cards. Winnipeg River Brokenhead CFDC may request copies of debt agreements. Please attach extra pages if you need more space.			
Owing To:	Monthly Payment	Balance Owning	Security Held on Debt
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Loan Security Offered		
List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets. Examples of security include business assets, personal assets, property and loan guarantees. Please attach extra pages if you need more space.		
Asset Details*	Market Value	Owner of Asset
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
* For Machinery, Equipment and Vehicles indicate make, model, year, serial number. For Property indicate legal description, street address		
Potential Loan Guarantees – Name of Guarantor	Value of Guarantee	Relationship to Applicants
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
All loan guarantors will need to complete a financing co-signed application (copies available from WRBCFDC)		

PERSONAL STATEMENT OF AFFAIRS

Personal Information	
Surname:	First Name:
Middle Name/s:	Former/Other Names:
Social Insurance Number:	Date of Birth:
Current Address:	Years There
Your Home, do you..	Rent <input type="checkbox"/> Own <input type="checkbox"/> Other <input type="checkbox"/> (specify)
Previous Address(if less than 3 years at current address):	Years There
Phone:	Fax: Cell:
Bank/Credit Union Branch	Contact:
Name of a family member should we be unable to contact you:	Phone:

Family Information	
Marital Status	
<input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	
Number of Dependents (excl. spouse) _____	
Spouses Full Name:	
Former/Other Names:	
Social Insurance Number:	Date of Birth:
Current Employer:	Years There:
Occupation and Annual Income:	Phone:

Employment Information				
Please provide information on the last three jobs held.				
Employer	Supervisor	Dates	Job Title	Annual Income

References			
Please provide three references. At least two references should be from customers or previous employers			
Name	Company	Relationship	Telephone

Statement of Yearly Income & Expenditure			
The figures below should represent yearly income and expenditure for both you and your spouse.			
Income		Expenditure	
Salaries, Wages & Commission	\$	Property Taxes & Assessments	\$
Rental Income	\$	Income Taxes	\$
Business or Professional Income	\$	Mortgage or Rent	\$
Other	\$	Loan Payments	\$
	\$	Total Credit Card Payments	\$
	\$	Insurance Payments	\$
	\$	Estimated Living Expenses	\$
	\$	Other	\$
Total Income \$		Total Expenditures \$	

Personal Equity Statement			
The figures below should represent all personal assets and liabilities for both you and your spouse.			
Assets		Liabilities [provide details]	
Cash	\$	Loans	\$
RRSPs	\$		\$
Stocks, Bonds & Mutual Funds	\$		\$
Real Estate	\$	Mortgages	\$
Automobiles	\$	Taxes payable	\$
Personal & Household Effects	\$	Credit Cards	\$
Other	\$		\$
	\$	Other	\$
	\$	Other	\$
	\$		\$
Total Assets (A)	\$	Total Liabilities (B)	\$
Total Personal Equity (= A - B) \$			

Details on Contingent Liabilities (lease payments, support/alimony payments, co-signed debt, guarantees)	
Have you ever had an asset repossessed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:
Have you ever declared bankruptcy? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:
Do you owe any taxes prior to the current year? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:
Is the business/company party to or any of the principals involved in, any legal action or litigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:
Are you involved in any personal legal action or litigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:

Before Signing, Please Read These Pages

Privacy - Statement of Purposes

I understand and acknowledge that the Community Futures Development Corporation ("**CFDC**") to whom I have submitted a loan application will collect, use and disclose personal information in connection with loan applicants for the following purposes:

- To determine a loan applicant's eligibility for a loan from the CFDC and to process the loan application;
- To assess and update my creditworthiness on an on-going basis;
- To establish, maintain and manage the CFDC's relationship with me as a client and to provide me with on-going services;
- To assist a loan applicant in applying for and arranging life insurance coverage in connection with a loan from the CFDC;
- To provide me with information about products, programs, services, training resources and upcoming events that the CFDC believes may interest me;
- To administer the CFDC's services, to assess the quality and quantity of the CFDC's services, to prepare and maintain adequate accounting and tax records, and to have information in such form as the CFDC may reasonably require for our business needs;
- To meet legal, regulatory and governmental requirements, (including the requirements of Western Economic Diversification Corporation Canada ("WD") as the funding source for the CFDC) to detect and prevent fraud and to protect the interests of me, the CFDC and WD; and
- To achieve any other purpose to which I have given my consent.

Privacy Consent

I, the undersigned, consent to the collection, use, retention and disclosure of personal information by the CFDC for the purposes outlined above and on the basis outlined in the CFDC's Privacy Code. In providing my consent, I understand that the CFDC may collect personal information about me from credit reporting agencies, other financial institutions and from references I have provided. I accept this as written notice to me of the CFDC's intention to obtain credit reports and a personal investigation about me in connection with my loan application and, if approved, loan from the CFDC.

I further understand that the CFDC may use my social insurance number as an aid to identify me with credit reporting agencies and other financial institutions and I understand that the CFDC may disclose my personal information to credit reporting agencies, to WD, and to others with whom I have contacted or made applications for financial assistance or have financial relations. I consent to the CFDC retaining a copy of any and all information and documents, including any business plan, connected with my loan application and, if applicable, my loan from the CFDC, for such time as the CFDC determines is reasonably necessary. I acknowledge that I may obtain of a copy of the CFDC's Privacy Code, which sets out further information regarding the collection, use, retention and disclosure of my personal information, by contacting the CFDC or by logging on to www.cfpm.mb.ca.

The statements made in this application are for the express purpose of obtaining financing from Winnipeg River Brokenhead CFDC, and are true, full and correct as of the date below.

I acknowledge that the CFDC is not providing me with professional financial or legal advice, but rather offers itself as a source of information. I release the CFDC, its representatives and employees from responsibility should I choose to rely on the information provided to me by the CFDC.

Signatures(s)

Date

Note:

- If Business is incorporated, affix a seal.
- If personal information is collected about a spouse or co-applicant, then that individual must also sign.
- Submission of this application does not constitute approval for funding from Winnipeg River Brokenhead CFDC.

I have included with this application form:

<input type="checkbox"/>	A completed and signed Personal Statement of Affairs for each principal/owner of the business and each loan applicant
<input type="checkbox"/>	Proforma Income and Expense Statement for the next three years
<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	Projected Cash Flow Sheet for the next three years, including details of assumptions
<input type="checkbox"/>	Financial Statements for the last three years [for existing businesses]
<input type="checkbox"/>	Environmental Risk Assessment
<input type="checkbox"/>	Photo-copy of your drivers licence

If financial assistance is provided by Winnipeg River Brokenhead CFDC will you allow us to submit Best/Success write-ups regarding your project? (You would be contacted before any announcement was made) Yes No

Environmental Risk Assessment

Borrower		Physical Business Address	
How do you occupy the property described above? own <input type="checkbox"/> rent <input type="checkbox"/> other <input type="checkbox"/> (specify)			
Name and address of owner of property or facility (if not the Borrower)			
Date current owner took title	Acreage of property	No. of employees	
Type of buildings and date of construction			
Have environmental assessments of the property been carried out in the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide findings			
Historical uses of property [please indicate years]	Commercial <input type="checkbox"/> ____	Agricultural <input type="checkbox"/> ____	Recreational <input type="checkbox"/> ____
	Residential <input type="checkbox"/> ____	Industrial <input type="checkbox"/> ____	Vacant <input type="checkbox"/> ____
	Other (specify) <input type="checkbox"/> _____		
Current or planned uses of property	Commercial <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Recreational <input type="checkbox"/>
	Residential <input type="checkbox"/>	Industrial <input type="checkbox"/>	Vacant <input type="checkbox"/>
	Other (specify) <input type="checkbox"/> _____		

1. Is there a neighbouring land use from which a potential pollutant(s) could enter your property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you use, store, handle or transport hazardous materials or goods (defined under the workplace hazardous materials information system in Canada)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Do you dispose of, or recycle, any such hazardous materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do you produce infectious waste (such as medical pathological waste)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Do you use equipment that may contain P.C.B.s on site at your place of business other than in transformers or equipment owned by the electrical utility?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Loan Application Package

6. Does the premise or property contain asbestos?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Are you aware of any concerns with respect to Radon Gas in the vicinity of your property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Are there any, or have there ever been, underground or above ground storage tanks on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you use, or store, any bulk gases (such as propane, butane, carbon dioxide, nitrogen ammonia)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Have any of your workers filed complaints, or claims, for any environmental health reasons?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. (a) Do you carry environmental insurance? (b) Does your insurance require annual environmental reviews or assessments to determine environmental liabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
12. (a) Are there any discharges to the environment? (b) Are necessary permits or licenses issued to your business (Federal, Provincial or Municipal)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Does the property have any pits, ponds, lagoons or other dumping areas on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Does the property have any landfills, junkyards, incinerators or other waste disposal facilities or buried wastes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Are there, or has there been, any spills, polluting incidents, environmental orders or civil actions or other environmental concerns on the property, or violations of permits, regulations or laws?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I declare that the aforementioned information is true and complete to the best of my knowledge, understanding and belief, after diligent inquiry. I understand this information is required and will be relied upon by Winnipeg River Brokenhead CFDC as part of its overall credit risk assessment of my business.

Borrower Name

Signature

Date